

**Student Employee Data Collection Form  
for On-Campus Students (all fields required)**

**Student Information**

Name \_\_\_\_\_

UAlbany ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

**Home Address**

This should **NOT** be your local or campus address if you are temporarily living on/near campus while attending classes. International students, please list the address for your home country.

Street 1 \_\_\_\_\_

Street 2 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal \_\_\_\_\_

**Address to Print on Paychecks**

**NOTE:** ALL paychecks are mailed from the NYS Treasury. Please provide a local address if applicable to prevent lost/delayed checks. If none provided, the Home Address from the student record will be used for the mailing of paychecks/stubs.

Street 1 \_\_\_\_\_

Street 2 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal \_\_\_\_\_

**Supervisor/Department Information**

**Supervisor** \_\_\_\_\_

(person responsible for overseeing student working)

**Timesheet Approver** (if different) \_\_\_\_\_

(person responsible for reviewing/signing/submitted student's timesheets)